

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF MISSISSIPPI**

**ANNOUNCEMENT OF POSITION VACANCY - 2007-6**

OFFICIAL COURT REPORTER

A position is available in the United States District Court for the Southern District of Mississippi for Official Court Reporter. The official duty station will be Gulfport, Mississippi, but travel will be required to Natchez, Meridian, Hattiesburg or Jackson as the court's calendar requires. Duties include reporting proceedings for all judges and magistrates of the court and transcribing proceedings as requested by counsel or the court. Further details about the position are contained in the Court Reporter Management Plan for the Southern District of Mississippi, copies of which are on file in each of the offices of the Clerk of Court. Court employees are not civil service employees and serve at the will of the Court; court staff must be aware of and in compliance with the canons of federal judicial conduct. The starting salary of the court's official court reporter is established by the Judicial Conference and is dependent on experience and qualifications. The entry level salary is \$67,631.00.

**EXPERIENCE:** An applicant for appointment must possess as a minimum requirement of at least four years of prime court reporting experience in the freelance field of service or in other courts or agencies or a combination thereof.

**CERTIFICATION:** Applicants for appointment must have qualified by testing for listing on the registry of professional reporters of the National Shorthand Reporters Association or have passed an equivalent qualifying examination.

The court prefers successful completion of the CRR or FCRR (Certified Realtime Reporter) examination offered by NCRA/USCRA. Applications will also be considered from reporters who are capable of realtime reporting and who are committed to taking the examination. If the court hires a reporter who has not passed such a realtime certification exam, that reporter will be expected to take and pass such an exam within one year of appointment. Retention depends on the successful completion of the exam process. Preference will also be given to reporters with RMR/RDR certification by NCRA.

The reporter is responsible for purchasing offices supplies, office equipment, including computer hardware and software, postage and delivery charges. Certified realtime reporters must provide the data communications connections needed to provide realtime services to parties requesting realtime. Transcript fees from transcripts sold to private parties are retained by the official court reporter. Transcripts requested by the court must be furnished free of charge.

**BENEFITS:** Official Court Reporters are eligible for health and life insurance benefits, as well as retirement benefits. The Federal Financial Reform Act requires that the person selected for this position utilize direct deposit of their salary payments.

**BACKGROUND INVESTIGATION:** The person selected to serve in this position is subject to an FBI background check or investigation and periodic reinvestigation. This check will be performed after the person begins service in the position and retention depends upon a favorable suitability determination.

**METHOD OF APPLYING:** Applications should be submitted to J. T. Noblin, Clerk, United States District Court, P. O. Box 23552, Jackson, Mississippi 39225-3552. The application should contain the following:

- A detailed resume outlining personal, educational and professional information;
- References, including at least three attorneys or judges with whom the reporter has had substantial reporting experience.

The position will be available July 9, 2007. Applications will be accepted until the position is filled.